

Background:

The City of Fremont, in its commitment to fire and life safety, has adopted the 2010 California Fire Code (CFC). The 2010 Fire Code contains the necessary information required for a Fire Code Assembly Permit. When a permit is applied for, a drawing detailing all required code information (per California Fire Code 2010 & California Building Code 2010) must be included. This information will assist the plan checker in a complete and expeditious review of your submittal, as well as provide the information necessary for the required inspection.

What is a Fire Code Assembly Permit and why do I need one?

The 2010 CFC (Section 105) requires a permit for the use of all Group A occupancies-places of assembly. As defined by the California Building Code(CBC), Chapter 3: Group A Occupancies include the use of a building or structure, or a portion thereof, for the gathering together of 50 or more persons for purposes such as civic, social or religious functions, recreation, education or instruction, food or drink consumption, or awaiting transportation. For a room or space used for assembly purposes by less than 50 persons and accessory to another occupancy and its specific conditions, please refer to the CBC (Chapter 3).

Where do I apply for this permit, and how much will it cost?

A fire code assembly permit may be applied for at the Development Services Center, located at 39550 Liberty Street. Fee information may be obtained by contacting the permit center to request a current fee schedule at (510) 494-4460.

How long does the entire process take?

Fire code assembly permits may be plan checked by appointment only, on an “over the counter” basis provided a complete plan is submitted. Please contact the permit center appointment request line, (510) 494-4461 to schedule an appointment. If additional information is required, the time for plan approval will be extended accordingly. Once the plan review is approved, an inspection must be scheduled with the building inspector-fire specialist prior to occupancy. Please allow a minimum of 24 hours for scheduling this inspection. If field conditions are in accordance with the City approved plans, the fire code assembly permit will be finalized allowing occupancy of the assembly area.

What information do I submit?

In addition to the completed building permit application form, a minimum of three copies of plans must be submitted. The following items are necessary for the review and approval of the fire code assembly permits. Additional information may be required based on individual use.

1. Street address and name of occupant.
2. Use and occupancy classification as defined by the CBC, Chapter 3.

3. Indicate the maximum occupant load as required by the CBC, Section 1004 (include calculations). Occupant load shall not exceed the following: one (1) person per five (5) sq. ft. for standing space, nor shall the occupancy load exceed one (1) person per seven (7) sq. ft. for concentrated use such as chairs only not fixed (i.e. churches, auditoriums or dance floors), nor one (1) person per fifteen (15) sq. ft. for less concentrated use such as table and chairs (i.e. dining or drinking rooms, conference rooms, exhibit rooms, gymnasiums, lounges or stages).

Example: A restaurant dining room that is 25ft. x 65ft. = 1,625 sq. ft.;
 $1,625 \text{ sq. ft.} \div 15 \text{ sq. ft.} = \text{maximum occupant load of 108 people}$

4. Location of posted maximum occupant load signs.
5. A detailed floor plan showing all furniture, type of seating (fixed or non-fixed), aisle arrangements and exit locations.
6. If this application is for an A occupancy in a building that is used for other purposes (i.e. an office building with a training room or cafeteria), a floor plan of the entire building shall be submitted. The plan shall define the area used for assembly purposes, and shall show all exits and exit corridors used by the occupants of the assembly area.
7. Fire extinguisher locations.
8. All combustible decorative materials NOT meeting the flame propagation performance criteria of NFPA 701 shall not exceed 10 percent of the aggregate area of walls and ceilings as determined by procedures set forth in Chapter 8 of the 2010 CBC.
9. Exits shall have panic hardware per Section 1008.1.10 of the CBC.
10. Group A occupancies shall be provided with a manual fire alarm system in accordance with Section 907.2.1 of the 2010 CFC.
11. Exit signs shall be internally or externally illuminated, with an emergency power supply per 2010 CBC, Section 1011. Floor level exit signs shall be provided in all interior corridors.
12. Means of egress shall be illuminated at an intensity of not less than 1 foot candle at the floor level per CBC, Section 1006.
13. Indicate on plans the existence of a fire sprinkler system.

To assist you in an expeditious plan review, it is important that the information provided be detailed and complete as possible. Should you have any questions concerning the interpretation, or application of specific code sections, please contact the permit center for assistance (510) 494-4460.

Who is qualified to design the floor plan/drawing?

This information must be prepared by a qualified person, one who possesses the knowledge and skill that is needed to design a floor plan with all code related information included in an accurate and detailed format.

Once the work has been completed and the permit is final, what should I expect?

The Fire Prevention Bureau will contact persons responsible for this facility once a year, to renew the annual Fire Code Assembly Permit. An annual fee is charged after the first year of use. A fire inspection is made once a year by the Fire Department to confirm compliance with the original submittal. At all times, please keep a copy of the City of Fremont approved plans at the address listed on the permit. These plans will be used when the annual Fire Code assembly inspection is performed.